



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
Office of the Commissioner
Talent Pool Recommendation

DIRECTIONS

We invite you to recommend distinguished classroom teachers and/or principals who have demonstrated all of the following:

- Exemplary instructional practices;
- Outstanding accomplishments and long-range potential to contribute to the profession; and
- Inspiring presence that motivates and impacts students, colleagues, and the community.

Please complete a separate form for each individual **including a one-page letter** explaining how this person meets the criteria outlined in this letter.

INCOMPLETE FORMS WILL BE ELIMINATED FROM THIS PROCESS.

Return completed letter(s) and form(s) by May 15 to: Commissioner's Office, Dept. of Elementary & Secondary Education, PO Box 480, Jefferson City, MO 65102, Fax: (573) 751-1179, E-mail: robin.coffman@dese.mo.gov

THIS IS A CONFIDENTIAL PROCESS.

INDIVIDUALS SHOULD NOT BE AWARE OF THIS RECOMMENDATION

RECOMMENDATION

NAME OF RECOMMENDED EDUCATOR

You may wish to consider the following categories when recommending individuals. Please check those that apply to the educator you are recommending:

☐ CLASSROOM TEACHER ☐ PRINCIPAL ☐ OTHER (specify): _____

FOR TEACHERS OR OTHER

GRADE(S) TAUGHT

TOTAL YEARS
IN EDUCATION

☐ READING/ENGLISH/LANGUAGE ARTS ☐ SCIENCE/MATHEMATICS ☐ SOCIAL STUDIES ☐ FINE ARTS

☐ OTHER (please specify): _____

FOR PRINCIPALS

GRADE LEVELS
IN BUILDING

NUMBER OF YEARS
AS AN ADMINISTRATOR

RECOMMENDED EDUCATOR'S SCHOOL NAME

SCHOOL ADDRESS

CITY, STATE, ZIP CODE

NAME OF EDUCATOR'S SUPERVISOR

TITLE

SUPERVISOR'S PHONE NUMBER
()

SUPERVISOR'S FAX
()

RATE educator from 1-10 (10 being highest) on the following three criteria and provide a paragraph to explain your rating. Be detailed and thorough, with examples whenever possible.

1. _____ **Exceptional educational talent as evidenced by outstanding instructional practices in the classroom, school, and profession**

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2. _____ **Outstanding accomplishment and strong long-range potential for professional and policy leadership**

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3. _____ **Engaging and inspiring presence that motivates and impacts students, colleagues, and the community**

Cite evidence of student achievement gains as a result of the educator's practices:

Cite awards the educator has received:

Other comments:

EDUCATION (Include formal resume of candidate, if possible.)

SCHOOLS ATTENDED	DEGREES	GRADUATION YEARS

Indicate ethnicity of educator being recommended:

- ☐ White ☐ Black or African American ☐ Asian ☐ Native American Indian or Alaska Native
☐ Hispanic or Latino ☐ Native Hawaiian or Other Pacific Islander

REFERENCES

Please list the names and phone numbers of three references **other** than you for the educator. We will call and interview them. Most interviews will occur outside of the regular school day/term. Please include a phone number where these individuals may be reached during the summer. **They should know the educator currently and very well.**

NAME	TITLE	WORK PHONE	HOME PHONE
NOMINATOR NAME	TITLE	WORK PHONE	HOME PHONE